



## **JOB OPPORTUNITY**

### **OFFICE OF THE STATE PUBLIC DEFENDER**

Classification: OFFICE TECHNICIAN (T) \$2686-3264  
Tenure: Perm Full-time  
Hours: 8:00-5:00, Monday-Friday  
Location: OAKLAND, CA (on BART line)

#### **DUTIES AND RESPONSIBILITIES:**

As receptionist and office support for the Oakland Law Office of the Office of the State Public Defender, the general duties of this position may include, but not be limited to:

- Answer and screen all incoming calls;
- Pick-up and process mail;
- Take out mail at end of day;
- Light xeroxing;
- Make calls for repair of various copying machines;
- Mail UPS packages;
- FAX;
- Greet visitors and direct them to the proper person;
- Assist secretaries, as needed;
- Maintain sign-in/sign-out logs; able to pick-up 20lbs with assistance and other duties as required.

#### **DESIRABLE QUALIFICATIONS:**

- **Customer service.**
- **Receptionist duties**
- **Knowledge of and experience with multi-phone lines and good phone etiquette.**
- **Ability to work independently and as a team player.**
- **Some computer experience.**

#### **WHO SHOULD APPLY:**

Individuals with civil service eligibility for the above classification. Please indicate method of eligibility on your application. Applicants on SROA lists or employed by a surplus department are encouraged to apply. (Please indicate on your application if you are SROA/Surplus)

#### **Send an Application To:**

Raquel Correa  
Office of the State Public Defender  
770 L Street, Suite 1000  
Sacramento, CA 95814 (916) 322-2676

#### **FINAL FILING DATE:** Until Filled

Applications will be screened and only the most qualified applicants will be interviewed.

The OSPD is an equal opportunity employer offering equal opportunity to all regardless of race, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug free state work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the Law of the State, the Rules governing Civil Service, and the special trust placed in public servants. Released 01/23/2013